Village of Westmont Community Development Dept. Building Permits



31 W. Quincy Street, Westmont, Illinois permitting@westmont.il.gov 630-981-6250

Village of Westmont Community Development Department



The Westmont CDD provides planning guidance for everything from individual projects to Village-wide comprehensive plan strategies, administers the building permit process, and enforces the Village adopted codes and ordinances.



Village of Westmont Community Development Department





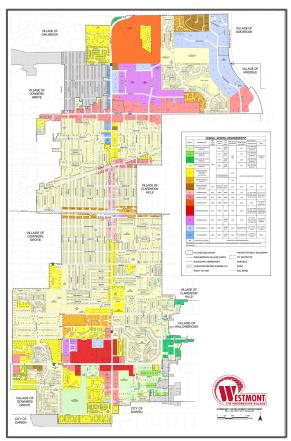
The CDD is composed of three divisions:

- Planning & Zoning
- Permitting
- Code Enforcement

Planning & Zoning Division

The Planning and Zoning Division administers the municipal development approval process and site plan review, regulates permitted and special uses in the various zoning districts, grants entitlements and serves as liaison to the Planning and Zoning Commission.

Village of Westmont Zoning Map



Permitting Division

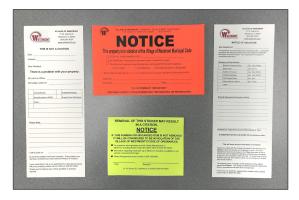
The Permitting (Building)
Division reviews construction
plans, issues permits,
performs required
inspections, and administers
bond requirements and the
contractor registration
program.



Code Enforcement Division

The Code Enforcement Division is tasked with keeping the community attractive and safe by applying Village code and property maintenance requirements proactively while providing reasonable opportunity for compliance. If necessary, violators may be subject to municipal or county adjudication.







Permitting and Construction Process

There are 3 phases:

- Submittal review, contractor registration and permit issuance
- Construction building and inspecting
- Closing out a Permit final inspections and, in some cases, certificates of occupancy issuance, and/or bond refunds



NOTE: This card must be displayed in a conspicuous place, facing the street, on or near the building for which it is issued as soon as starting the work, and be kept

It is the responsibility of the permittee to request each inspection no less than 24 hours before it is desired. If a scheduled inspection discloses that the work is not

completed, or if the work fails to meet minimum requirements, a charge will be made for each reinspection of the portion of the work. Reasonable access, ladders,

The work hereby permitted must progress in a timely manner, as evidenced by a request for at least one (1) inspection within any six (6) month period, or this

FOR INSPECTIONS, TELEPHONE (630) 981-6250

and all necessary equipment must be available to the inspector.

permit becomes invalid and your cash bond may be forfeited.

posted until the work is completed.

How do I submit the permit application package?



There are 3 ways to submit permit packages:

- 1. **IN PERSON** at the Community Development Department window (preferred)
- 2. **REGULAR POSTAL MAIL** (USPS, Fed-Ex, UPS, etc.)
- 3. **EMAIL** ONLY in the following instances:
 - small projects that consist of no more than
 5 pages of regular 8.5" x 11" sheets of paper
 - projects requiring companion digital / electronic/PDF plans

How do I apply for a building permit?



Depending on the scope of work, a complete submittal package may include:

- Westmont Permit Application
- Westmont Specification Sheets as applicable
- Plans architectural, engineering, fire, etc.
- Other Supporting Documents i.e. manufacturer's specification or cut sheets
- Plat of Survey to scale and indicates all current conditions
- Site Plan to scale and indicates all current conditions
- Building Application Fee
- Engineering Filing Fee

How do I apply for a building permit?



In addition to being available in the CDD office at the Village Hall, 31 W. Quincy Street, Westmont Permit Applications and Specification Sheets are available online from the Village of Westmont website at **westmont.illinois.gov**.

From the Home page, go to **Departments**, find **Community Development**, click on the **Documents & Forms** link, and search under the **Community Development** folder.

Westmont Permit Application

Where can I find it?

 All forms and applications are available at the Village Hall in the CDD Office. These documents are also on the Village Website under Departments/Community Development, click on the Documents & Forms link, then click on the Permit Applications and Contractor Registration folder.

How do I fill it out?

 The permit application is clearly marked denoting areas the applicant is to complete these areas are highlighted in the images to the right.



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DRESS OF PROPOSED WORK		PERMIT #	
	associated with this permit, including, bu		
General Architect Corporary Concr	ete Dryvall Electrician Engineer Escave	ion HVAC Landscape Masonry	
Pavement (i.e. Asphalt)	Plumber Rooter Underground (i.e. Sewer	nd Water) Window	
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Westmont Specification Sheets



What are they and why are they useful?

 Specification Sheets are help guides and templates for 28 different types of permit submittals and often enumerate specific items a submittal package should include and what the reviewer requires to approve a project.

Where can I find them?

 Visit the Village of Westmont website at westmont.illinois.gov - From the Home page, go to Departments, find Community Development, click on the Documents & Forms link, click on the Community Development folder, then click on Permit Applications and Contractor Registration.

All documents are also available at the CDD Office.

Plans & Other Supporting Documents

Some projects require plans to be signed and sealed by licensed professionals because they involve verifications or specializations for structural loading, water movement, etc. These professionals may include:

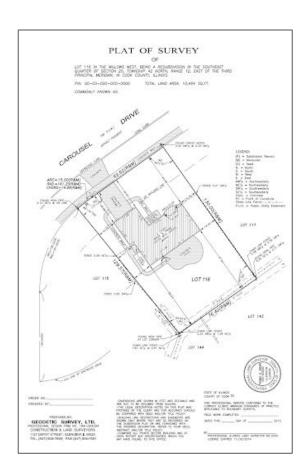
- Architects
- Professional Engineers certified or experienced in civil, electrical, fire protection, HVAC or structural design

Other supporting documents may include manufacturers specifications of different products or materials - such as a/c condensers, car chargers, garage heater units, furnaces, hot water heaters, solar panels, and more.



Plat of Survey

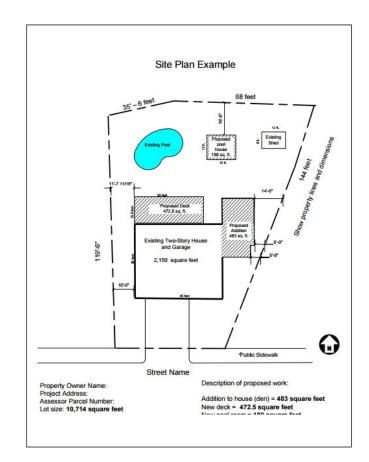
- A Plat of Survey may be required to accompany building permit applications
- Plats of Survey must be to scale
- Plats of Survey must indicate all existing conditions





Site Plan

 The Site Plan is typically a copy of the Plat of Survey that indicates the proposed item's location, dimensions, and distances to lot lines and other structures (i.e. house, detached garage, etc.)





Building Application & Engineer Filing Fees



What are these fees?

- Historically, the Village would accept a submittal package, perform the review, and when approved, the
 applicant would come in and pay for it at the same time they were picking up the permit placard and
 approved plans.
- Unfortunately, there have been times when *after* the work of reviewing has been performed, but prior to the permit being issued, an applicant would want to withdraw the project in some cases, it has been difficult for staff collect for the work performed.
- As such, the non-refundable Building Application Fee and Engineering Filing Fee were created and are now
 required at time of permit submittal reviews will not begin until these fees have been received. Please
 note that these are not extra costs they will be applied to the total project permit fees.

How are they calculated?

- The Building Application Fee is of 0.4% (.004) of the construction cost (with a minimum fee of \$100).
- The Engineering Filing Fee is a flat fee corresponding to the type of work being performed and it can range from \$500 to \$2,500 plus a 4% Approved Engineers Estimate.

How is the permit fee calculated?

A majority of the "building" permit fee calculations include:

- Base administration fee of \$100
- 1.5% the cost of construction
- Inspection fees \$50 each for residential, first inspection is free; \$100 each for commercial
- and only as applicable and depending on the project type/costs:
 - Outsourced Review Fees
 - Performance Bonds Building and/or engineering bonds which are returned in part or whole if unneeded/unused by the end of the project
 - Additional Fees Various project specific costs involving engineering review/inspection fees, fire department plan review/inspection fees, water connection and other water utility related fees, bonds, certificates of occupancy, etc.

NOTE: "Flat Fee" or "Express" permits are calculated differently

Flat Fee Permits



The Village offers \$100 **FLAT FEE PERMITS** (*plus the cost of inspections as necessary*) for the following project types:

- Fences
- Exterior Remove and Replace Flatwork for Concrete/Asphalt for driveways, patios, sidewalks, etc. (Flat Fee Permit does not include expansion projects)
- Window & Door Replacement (provided no structural alteration)
- Generator Unit, HVAC Unit and Water Heater Unit Installation & Replacement
- Roofing Replacement (tear-off or a second layer; as long as no structural work is involved)

Express Permits

The Village offers the ability to obtain an **EXPRESS PERMIT** for all Flat Fee Permit projects, except for fences. These are permits which can be issued without a formal review process under the following conditions:

- Contractor(s) must be currently registered PRIOR to applying for permits
- Submittal must be complete all documentation, property owner signature
 & contractor signature are required
- Application fee of \$100 is due at the time of the submittal Any remaining balance for permit fee and/or inspection fee(s) is due at time of permit issuance
- Express Permits may take up to 1 full business day to process

Construction Site Requirements



Following are some of the basic construction site requirements:

- PERMIT PLACARDS shall be displayed on the site of operation and available to the public for inspection in full view, as possible, from the public right-of-way during the entire time of the work performed
- **FENCING** (site safety, silt, or tree protection zone) may be required in conjunction with some permits.
- **CONSTRUCTION HOURS** are not permitted between 8:00 p.m. and 7:00 a.m. if such activities are accompanied by loud or annoying noises. (Emergency repairs may be undertaken if the conditions so dictate.)
- **OBSTRUCTIONS** in the public way (sidewalks, parkways, streets) are not allowed without a special permit from the public works director.
- Tools, equipment, building materials, etc. are not allowed to be stored in the streets or upon sidewalks without special permission from the public works director.

Construction Site Inspections

If you have a question or need to arrange an inspection, please contact our Permit Coordination staff:

EMAIL: <u>permitting@westmont.il.gov</u>

• **PHONE**: 630-981-6250

INSPECTION REQUEST INFORMATION

- **INSPECTION TIMES** are not set for an exact time typically, they are set for **AM** (9:00-11:00am), or **PM** (1:00-3:00pm), depending on type and scheduling
- **INSPECTION CONFIRMATION** After you make your inspection request, staff will contact you to confirm the inspection time



How do I close out a permit?

After all required inspections are passed/approved, you are ready to close out your permit. Contact Permit Coordination Staff to verify that:

- All inspections have been passed/approved
- Any outside agency requirements have been satisfied
- There are no outstanding fees owed
- A Certificate of Occupancy has been issued, if needed
- Bond money is set to be refunded, if applicable to your project



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